

User's Guide: Oracle Learning Management (OLM) for Managers and Supervisors

Office of Human Resources Training and Organizational Development Team

September, 2015

Through Oracle Learning Management (OLM) Managers and Supervisors have ***immediate and direct access to the Learning Records from running reports to accessing Learner Home pages*** of all of their direct reports and indirect reports. It also provides greater capability to create workforce development plans based on department, unit, or position type; it is also a tool for incorporating individual employee development into the annual performance planning process.

PURPOSE

Provide step-by-step instructions for Managers and Supervisors to access Direct Report Training Records.

- [Access your direct reports' Learner Home](#)
- [Enroll a direct report in a class](#)
- [Withdraw a direct report from a class](#)
- [Printing a Transcript for a Direct Report](#)
- [Subscribe a Direct Report to a Learning Path](#)
- [Enroll a Direct Report in a class within a Learning Path](#)
- [Check progress toward completion of a Learning Path](#)

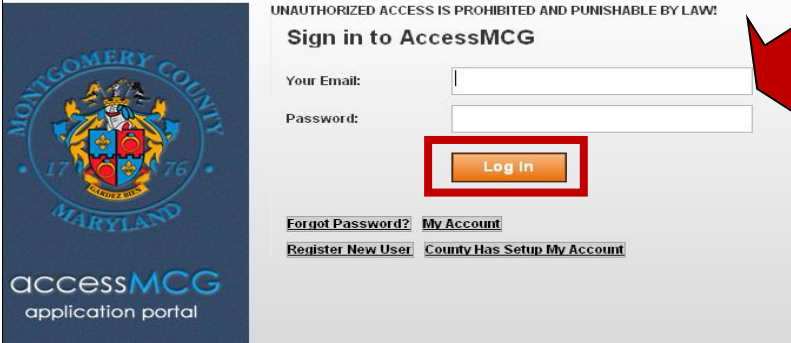

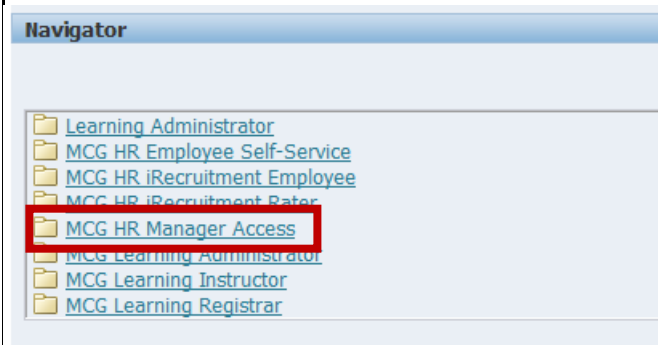
Clicking on the Title will take you directly to the Instructions for that function.

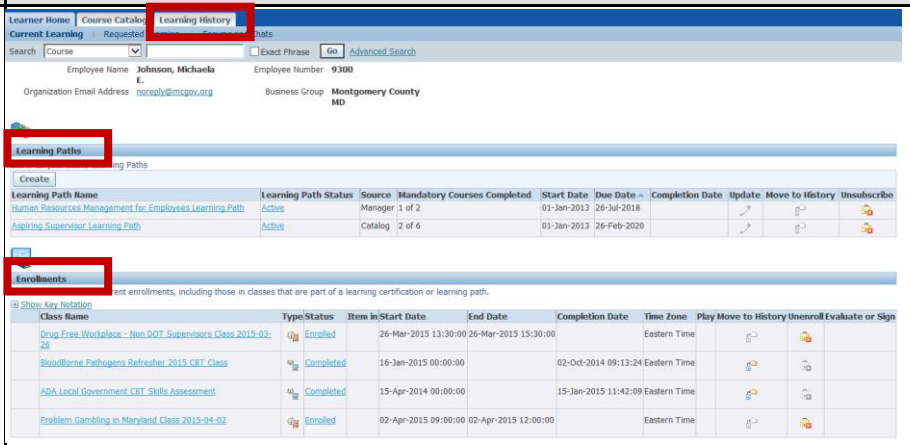
FURTHER ASSISTANCE

If you cannot locate an answer to your question in this guide, please contact the OHR Training and Development Team:

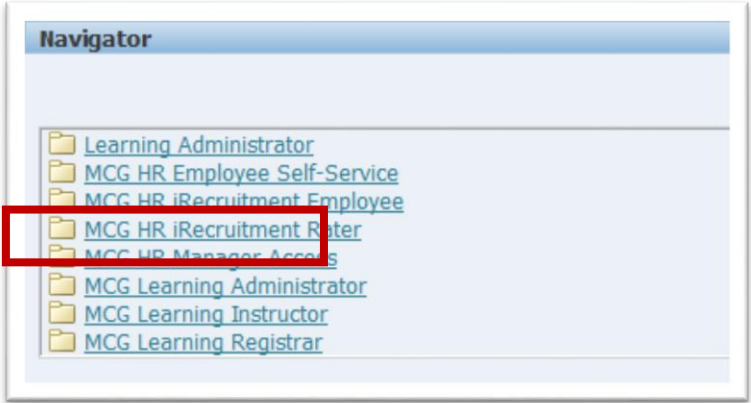

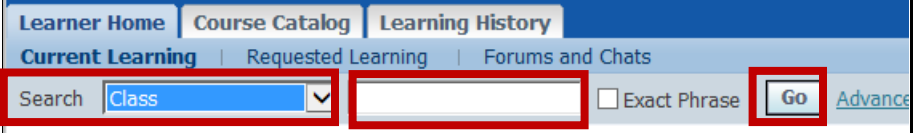
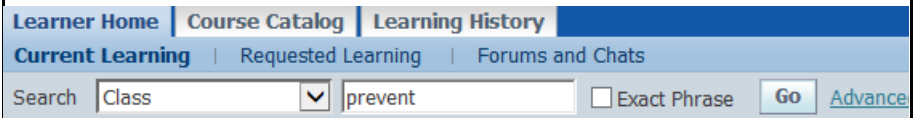
- Training Team Email Address: OLM.Administrator@montgomerycountymd.gov
- Anithia Rhodes, 240-777-5116, Anithia.Rhodes@montgomerycountymd.gov
- Michaela Johnson, 240-777-5063, Michaela.Johnson@montgomerycountymd.gov
- Teddy Ramet, 240-777-5153, Teddy.Ramet@montgomerycountymd.gov
- Anita Brady, Manager, 240-777-5066, Anita.Brady@montgomerycountymd.gov

ACCESS DIRECT REPORT'S LEARNING HOME

Step	Action	
1.	<p>Log into the e-portal Enter in your username and password.</p> <p>Click Login Button</p> <p>The e-Business page will open.</p>	
2.	<p>Click Oracle eBusiness.</p> <p>Click Go to Oracle eBusiness,</p> <p>Your eBusiness Suite page will open.</p>	
3.	<p>Click on MCG HR Manager Access</p>	

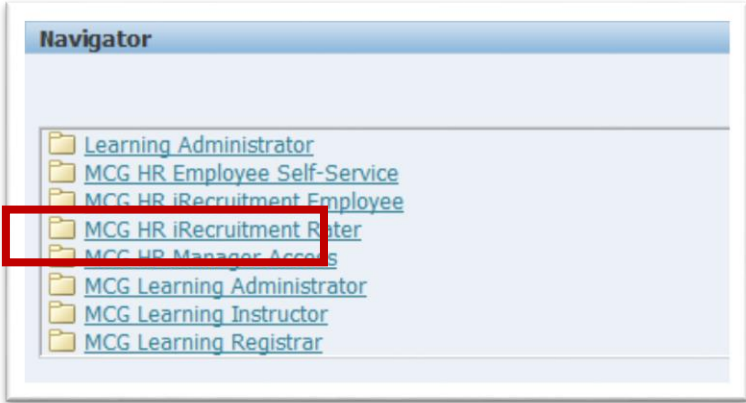

Step	Action																																																								
6.	<p>The employee's Leaner Home opens and you can view:</p> <ul style="list-style-type: none">• Learning Paths the employee has subscribed to.• Most recent training and enrollment status of each class. <p>Click the Learning History Tab to see training going back to early 2013.</p>	 <p>The screenshot displays the 'Learning History' interface for Michaela Johnson (Employee Number 9300). The 'Learning History' tab is selected and highlighted in red. Below the tab, the 'Learning Paths' section shows two active paths: 'Human Resources Management for Employees Learning Path' and 'Aspiring Supervisor Learning Path'. The 'Enrollments' section is also highlighted in red and shows a list of classes with their status (Enrolled, Completed) and dates.</p> <table><thead><tr><th>Class Name</th><th>Type/Status</th><th>Item in</th><th>Start Date</th><th>End Date</th><th>Completion Date</th><th>Time Zone</th><th>Play</th><th>Move to History</th><th>Unenroll</th><th>Evaluate or Sign</th></tr></thead><tbody><tr><td>Drug Free Workplace - Non DOT Supervisors Class 2015-03-26</td><td>Enrolled</td><td></td><td>26-Mar-2015 13:30:00</td><td>26-Mar-2015 15:30:00</td><td></td><td>Eastern Time</td><td></td><td></td><td></td><td></td></tr><tr><td>Bloodborne Pathogens Refresher 2015 CBT Class</td><td>Completed</td><td></td><td>16-Jan-2015 00:00:00</td><td></td><td>02-Oct-2014 09:13:24</td><td>Eastern Time</td><td></td><td></td><td></td><td></td></tr><tr><td>ADA Local Government CBT Skills Assessment</td><td>Completed</td><td></td><td>15-Apr-2014 00:00:00</td><td></td><td>15-Jan-2015 11:42:09</td><td>Eastern Time</td><td></td><td></td><td></td><td></td></tr><tr><td>Problem Gambling in Maryland Class 2015-04-02</td><td>Enrolled</td><td></td><td>02-Apr-2015 09:00:00</td><td>02-Apr-2015 12:00:00</td><td></td><td>Eastern Time</td><td></td><td></td><td></td><td></td></tr></tbody></table>	Class Name	Type/Status	Item in	Start Date	End Date	Completion Date	Time Zone	Play	Move to History	Unenroll	Evaluate or Sign	Drug Free Workplace - Non DOT Supervisors Class 2015-03-26	Enrolled		26-Mar-2015 13:30:00	26-Mar-2015 15:30:00		Eastern Time					Bloodborne Pathogens Refresher 2015 CBT Class	Completed		16-Jan-2015 00:00:00		02-Oct-2014 09:13:24	Eastern Time					ADA Local Government CBT Skills Assessment	Completed		15-Apr-2014 00:00:00		15-Jan-2015 11:42:09	Eastern Time					Problem Gambling in Maryland Class 2015-04-02	Enrolled		02-Apr-2015 09:00:00	02-Apr-2015 12:00:00		Eastern Time				
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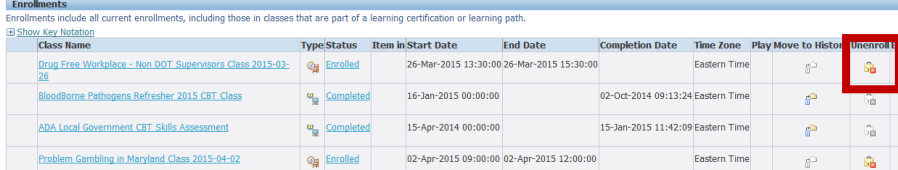
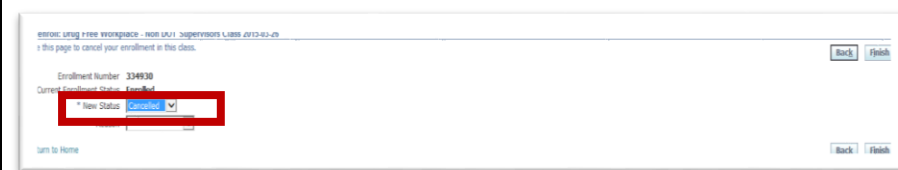
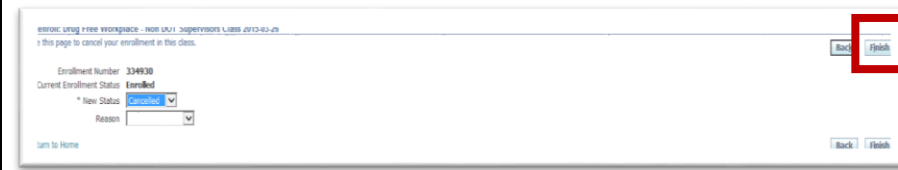
ENROLL A DIRECT REPORT IN A CLASS

Step	Action	
	<ul style="list-style-type: none"> Log into the e-portal Enter in your username and password. Click Login Button. The e-Business page will open Click Oracle eBusiness. Click Go to Oracle eBusiness, Your eBusiness Suite page will open. Click on MCG HR Manager Access Click on Learner Home 	<p>Getting to the Reports Function in OLM.</p>  
1.	<p><u>Search for the class</u> from the Learner Home page.</p> <p>Using the Search Box at the top-left.</p> <ul style="list-style-type: none"> Click the down arrow and select Class. Enter one word from the title of the class into the field Click go A list of classes will appear 	 

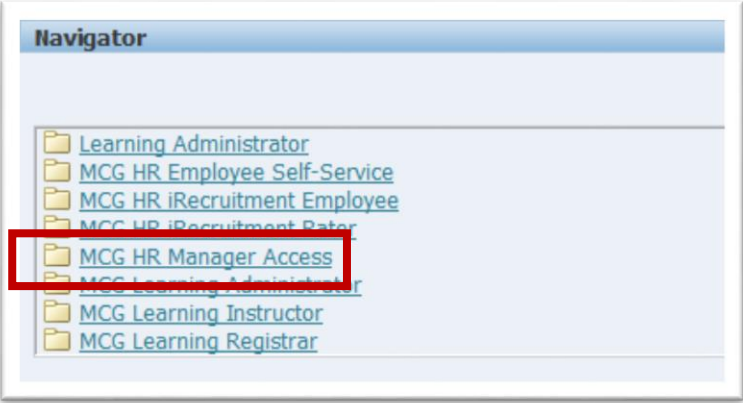

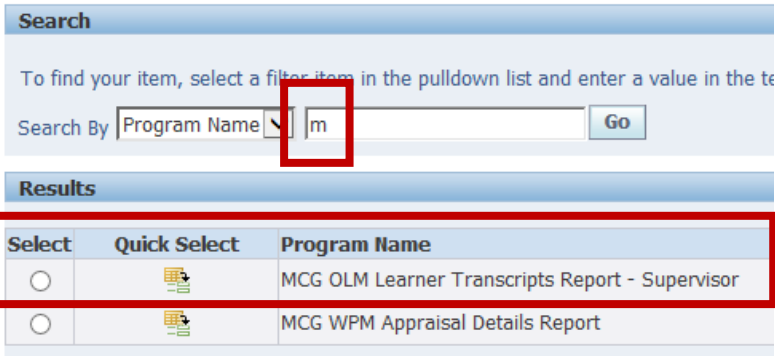
Step	Action																															
2.	<p><u>Enroll in the Class.</u></p> <ul style="list-style-type: none">Click Enroll <p>An information screen will open.</p> <ul style="list-style-type: none">Click Review <p>Another screen will open.</p> <ul style="list-style-type: none">Click Submit <p>You will be returned to the Learner Home Page.</p> <ul style="list-style-type: none">A Confirmation will appear on the Learner Home Page. <p>A confirming email will be sent to the employee and to you.</p>	<div><table><thead><tr><th>Class Name</th><th>Delivery Mode</th><th>Location/Training Center</th><th>Start Date</th><th>Time</th><th>Time Zone</th><th>Language</th><th>Status</th><th>Enrollment Status</th><th>Enroll</th></tr></thead><tbody><tr><td>Preventing Workplace Harassment Class 2015-04-02 (DHCA STAFF)</td><td>Instructor Led Training (Classroom)</td><td></td><td>02-Apr-2015</td><td>13:30</td><td>Eastern Time</td><td>English</td><td>Normal</td><td>Not Enrolled</td><td></td></tr><tr><td>Preventing Workplace Harassment Class 2015-04-02</td><td>Instructor Led Training</td><td>Rockville Core Training Center</td><td>07-Apr-2015</td><td>09:00</td><td>Eastern Time</td><td>English</td><td>Full</td><td>Not Enrolled</td><td></td></tr></tbody></table></div> <div><p>Course: <input type="text" value="Preventing Workplace Harassment Class 2015-04-28"/> <input type="button" value="Prevent"/> <input type="button" value="Exact Phrase"/> <input type="button" value="Go"/> <input type="button" value="Advanced Search"/></p><p>Employee Name: Johnson, Michaela E. Employee Number: 9300 Organization Email Address: mjohnso@mcgov.org Business Group: Montgomery County MD</p><p><input type="button" value="Cancel"/> <input type="button" value="Review"/></p></div> <div><p>Review</p><p>Employee Name: Johnson, Michaela E. Employee Number: 9300 Organization Email Address: mjohnso@mcgov.org Business Group: Montgomery County MD</p><p>Use this page to review your changes. Click Submit to approve the action or back to continue working on this action.</p><p><input type="button" value="Back"/> <input type="button" value="Submit"/></p></div> <div><p> Confirmation</p><p>Your request to enroll in the class Preventing Workplace Harassment Class 2015-04-28 has been submitted for manager approval. You can monitor your enrollment status from the Requested Learning tab on the Learner Home page.</p></div>	Class Name	Delivery Mode	Location/Training Center	Start Date	Time	Time Zone	Language	Status	Enrollment Status	Enroll	Preventing Workplace Harassment Class 2015-04-02 (DHCA STAFF)	Instructor Led Training (Classroom)		02-Apr-2015	13:30	Eastern Time	English	Normal	Not Enrolled		Preventing Workplace Harassment Class 2015-04-02	Instructor Led Training	Rockville Core Training Center	07-Apr-2015	09:00	Eastern Time	English	Full	Not Enrolled	
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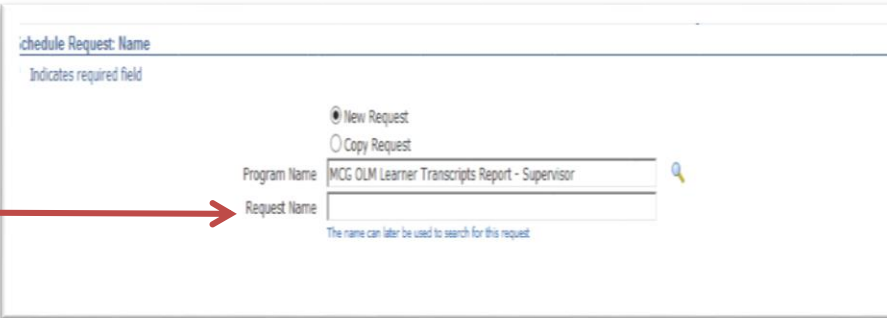
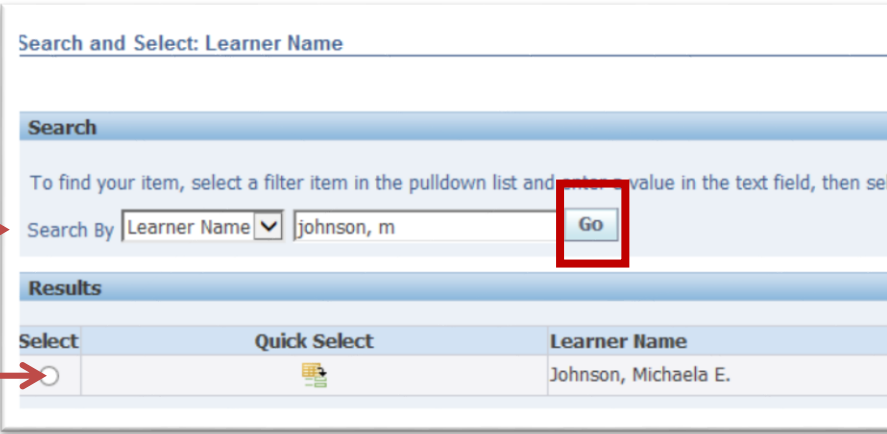
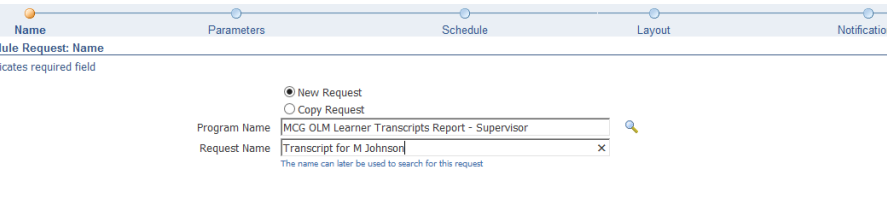
WITHDRAW A DIRECT REPORT FROM A CLASS

	<ul style="list-style-type: none"> Log into the e-portal Enter in your username and password. Click Login Button. The e-Business page will open Click Oracle eBusiness. Click Go to Oracle eBusiness, Your eBusiness Suite page will open. Click on MCG HR Manager Access Click on Learner Home 	<p>Getting to the Reports Function in OLM.</p>  
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<p>1.</p>	<p>From the Learner Home,</p> <ul style="list-style-type: none"> Click Unenroll <p>A new screen will open.</p> <ul style="list-style-type: none"> Click the New Status drop down arrow. Select Cancelled Click Finish <p>A confirming email will be sent to the employee and to you.</p>	  
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PRINTING A DIRECT REPORT'S TRANSCRIPT

	<ul style="list-style-type: none"> • Log into the e-portal • Enter in your username and password. • Click Login Button. • The e-Business page will open • Click Oracle eBusiness. • Click Go to Oracle eBusiness, • Your eBusiness Suite page will open. • Click on MCG HR Manager Access <ul style="list-style-type: none"> • Click Submit Reports 	<p>Getting to the Reports Function in OLM.</p>  									
<p>1.</p>	<p>The Search and Select Program Screen will open.</p> <ul style="list-style-type: none"> • Enter M in the Program Name search box. → • Click Go. • Find MCG OLM Learner Transcripts Report – Supervisor Report. → • Click Select. • Click Submit. 	<p>What program do you want to use?</p>  <table border="1"> <thead> <tr> <th>Select</th> <th>Quick Select</th> <th>Program Name</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td></td> <td>MCG OLM Learner Transcripts Report - Supervisor</td> </tr> <tr> <td><input type="radio"/></td> <td></td> <td>MCG WPM Appraisal Details Report</td> </tr> </tbody> </table>	Select	Quick Select	Program Name	<input checked="" type="radio"/>		MCG OLM Learner Transcripts Report - Supervisor	<input type="radio"/>		MCG WPM Appraisal Details Report
Select	Quick Select	Program Name									
<input checked="" type="radio"/>		MCG OLM Learner Transcripts Report - Supervisor									
<input type="radio"/>		MCG WPM Appraisal Details Report									

<p>2.</p>	<p>In the Request Name box you can create a Title for your Report.</p> <ul style="list-style-type: none"> Enter the Title in the “Request Name” field – such as “Transcript for Mickey Mouse” Click Submit. 	<p>What Title do you want to give your report?</p> 
<p>3.</p>	<p>Search and Select Learner Name Window will open.</p> <ul style="list-style-type: none"> Enter the Learner’s (Direct Report’s) Name - last name first. - in the Search field. Click the Go. <p>A list of Direct Reports will open.</p> <ul style="list-style-type: none"> Select the correct individual Click Select. <p>You will return to the Parameters Screen.</p> <ul style="list-style-type: none"> Click Submit 	<p>Who do you want the transcript for?</p>  

<div>4.</div>	<div>Scheduling when the Report will be generated.</div> <div><ul style="list-style-type: none">The window defaults to “as soon a possible”Click Submit.</div> <div>A Layout Screen will appear.</div> <div><ul style="list-style-type: none">Click Submit.</div> <div>A Confirmation Message will appear, confirming your submittal.</div> <div><ul style="list-style-type: none">Click Submit.</div>	<div>When do you want to run the report?</div> <div><div><div><div>Schedule Request: Schedule</div><div><div>Program NameMCG OLM Learner Transcripts Report - Supervisor</div><div>Request NameTranscript for M Johnson</div><div>Schedule</div><div><div>Start Date</div><div><div><div><div>As soon as possible</div><div>Start at specific date and time</div></div><div><div>Start Date16-Jul-2015</div><div>(example: 16-Jul-2015)</div></div><div><div>Start Time1212</div><div><div><div>AM</div><div>PM</div></div></div></div></div><div>Recurrence</div></div></div></div><div><div><div>Information</div><div>Your request for MCG OLM Learner Transcripts Report - Supervisor has been submitted. The Request ID is 13375682</div></div></div><div><div><div>Schedule Request: Layout</div><div><div>Program NameMCG OLM Learner Transcripts Report - Supervisor</div><div>Request NameTranscript for M Johnson</div><div>Layout Setting</div><div><div><div>*For Language</div><div>American English</div></div><div><div>*Template Name</div><div>MCG OLM Learner Tra</div></div><div><div>*Template Language</div><div>English</div></div><div><div>*For</div><div>PD</div></div></div></div></div></div><div><div>5.</div></div><div><div>The report is now ready to be viewed and or printed.</div><div><ul style="list-style-type: none">A list of your reports will appear.Locate the report you want to run.Click the Output Icon to the Right of the Title.</div></div><div><div>View/Print the Transcript.</div><div><div><div><div>requests</div><div>HWLast 24 hoursGo</div><div>requests Summary Table</div><div><div><div>Request ID Name</div><div>13374478 Transcript for M Johnson (MCG OLM Learner Transcripts Report - Supervisor)</div><div>PhaseCompleted</div><div>StatusNormal</div><div>Scheduled Date16-Jul-2015 12:14:29</div></div></div></div></div><div><div><div>SearchSubmit Request</div><div><div><div>Details</div><div>Output</div></div><div><div><div><div></div><div></div></div><div><div><div></div><div></div></div></div><div><div><div></div><div></div></div><div><div><div></div><div></div></div></div></div></div></div></div></div><div><div></div></div></div></div></div></div></div></div>
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6. The **Transcript** will open. This report will show **all classes since April, 2013**.


To print the document,

- Go to the top of the screen.
- Click File.
- And follow the prompts.

For class records **prior to April, 2013**, please go to the [OHR Training Webpage](#) and click on Transcripts.

If they took **training as an outside contractor, intern**, etc., it will be included in there external training record. Please contact OLM.Administrator@montgomerycountymd.gov for additional information.



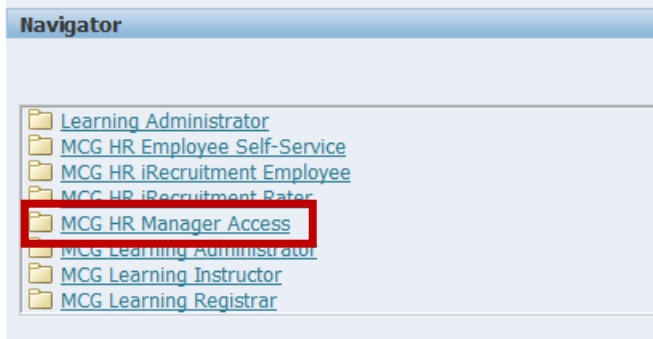
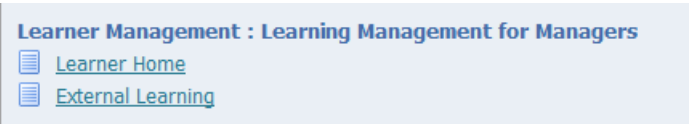
Printing the Transcript.


MCG OLM Learner Transcripts Report
July 16, 2015

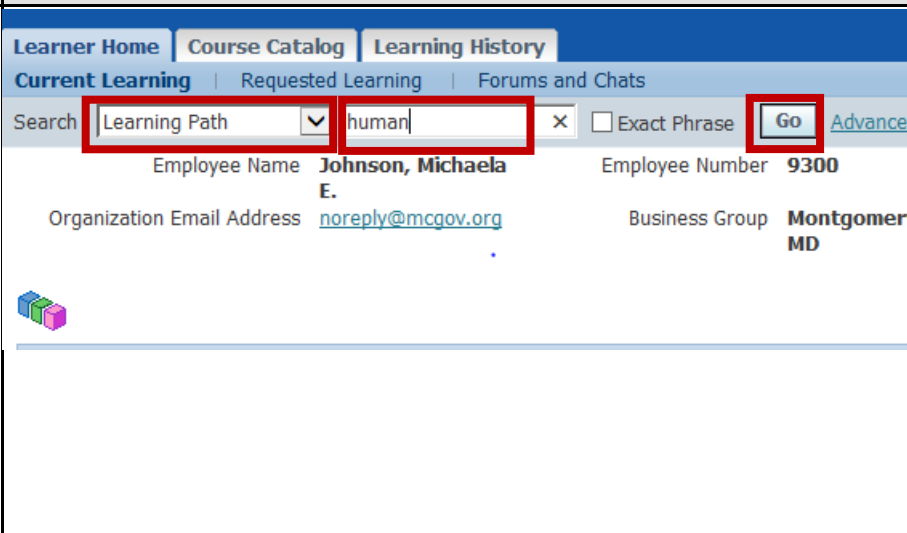
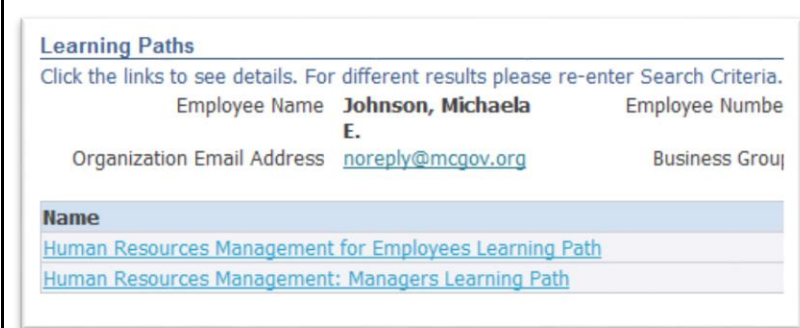
Learner Name	Johnson, Michaela E.
Department	OHR 33 Organizational Development

Course Name	Category	Delivery Type	Start Date	End Date	Enrollment Status	Assessment	Credit Type	Other Credit Type	Credits
Content Management System CBT Class	CBT Training	Self-Paced Online	01-JAN-2013	18-JUN-2013	Attended	Successful			
HIPAA for Internal Associates CBT Class	CBT Training	Self-Paced Online	01-JAN-2013		Attended	Successful			
Accountability and Ethics CBT Skills Assessment	Skills Assessments	Self-Paced Online	01-JAN-2013		Enrolled	Requirements not Met			
Accountability and Ethics CBT Skills Assessment	Skills Assessments	Self-Paced Online	01-JAN-2013		Withdrawal	Requirements not Met			
Content Management Fundamentals PBT Skills	Skills Assessments	Self-Paced Online	01-JAN-2013		Cancelled	Requirements not Met			

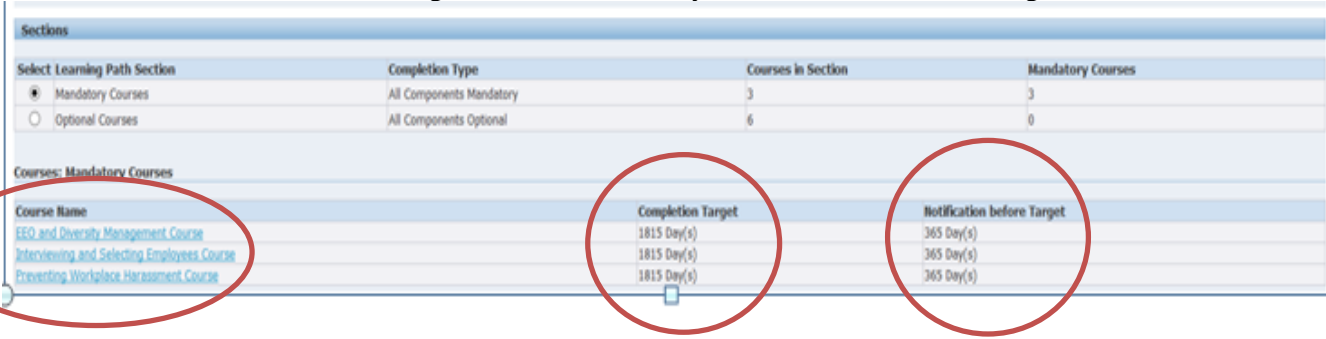
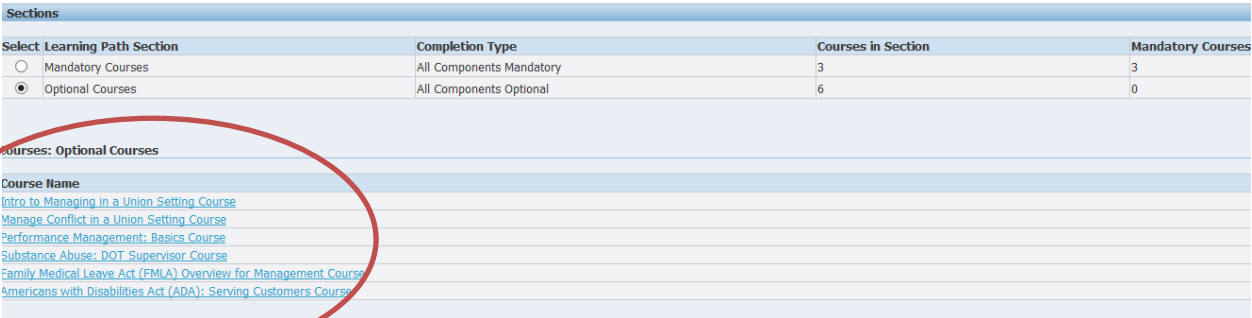
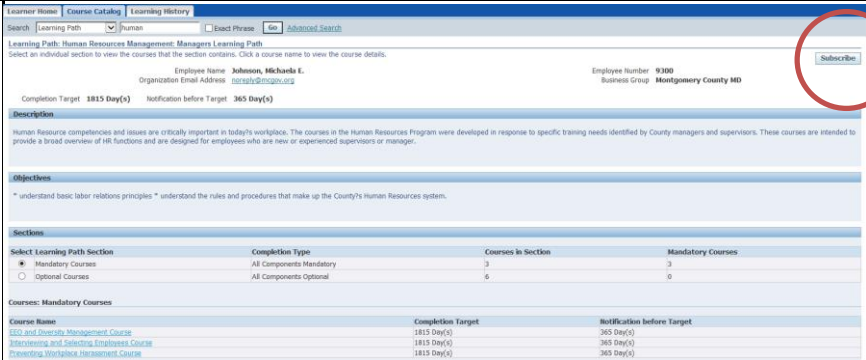
SUBSCRIBING A DIRECT REPORT TO A LEARNING PATH

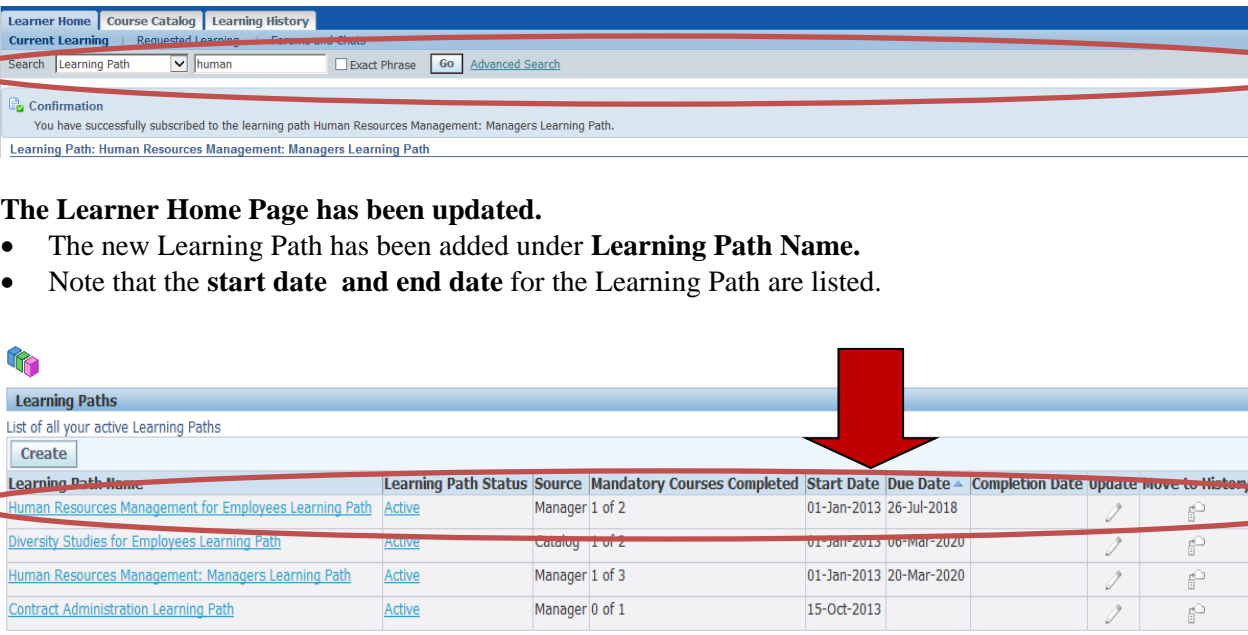
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	<ul style="list-style-type: none"> Click on MCG HR Manager Access <p>Learner Management for Managers will open.</p> <ul style="list-style-type: none"> Click Learner Home 	 

Step	Action																																																																																																																																																																																																	
1.	<p>A screen will open with a list of all your direct reports.</p> <p>We have divided and enlarged the screen shot here so you can see the detail.</p> <p>To view an employee's Learner Home, click View.</p>	<div><div><div><div><div>Full Screen View</div><table><thead><tr><th>Focus Name</th><th>Assignment Number</th><th>Job</th><th>Position</th><th>Department</th><th>Employee Number</th><th>View</th><th>Details</th></tr></thead><tbody><tr><td>Brady, Anita K.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Driscoll, Lorraine J.</td><td>20160</td><td>Manager</td><td>016090.Program Manager I.000834.FT.T.</td><td>OHR 33 Change Management and Organizational Development</td><td>20160</td><td></td><td></td></tr><tr><td>Hassanein, Mabrouka I.</td><td>19306</td><td>Manager</td><td>016090.Program Manager I.000834.FT.T.</td><td>OHR 33 Change Management and Organizational Development</td><td>19306</td><td></td><td></td></tr><tr><td>Heyman, Irving A.</td><td>10413-4</td><td>Manager</td><td>016090.Program Manager I.000834.FT.T.</td><td>OHR 33 Change Management and Organizational Development</td><td>10413</td><td></td><td></td></tr><tr><td>Hillson, Natalie</td><td>75</td><td>Contingent Worker</td><td>017747.Contingent Worker.007646.FT.N.</td><td>OHR 33 Organizational Development</td><td></td><td></td><td></td></tr><tr><td>Johnson, Michaela E.</td><td>9300</td><td>Specialist</td><td>012928.Human Resources Specialist III.000121.FT.P.</td><td>OHR 33 Organizational Development</td><td>9300</td><td></td><td></td></tr><tr><td>Marks, Leslie Y.</td><td>14957-2</td><td>Manager</td><td>016090.Program Manager I.000834.FT.T.</td><td>OHR 33 Change Management and Organizational Development</td><td>14957</td><td></td><td></td></tr><tr><td>Nachman, Gail R.</td><td>16706-2</td><td>Manager</td><td>016090.Program Manager I.000834.FT.T.</td><td>OHR 33 Change Management and Organizational 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2.	<p>The employee's Leaner Home opens and you can view:</p>	<div><div><div><div><div>Learner Home Course Catalog Learning History</div><div><div>Current Learning</div><div>Requested Learning</div><div>Forums and Chats</div></div><div><div>Search</div><div>Course</div><div>Exact Phrase</div><div>Go</div><div>Advanced Search</div></div><div><div>Employee Name</div><div>Johnson, Michaela E.</div><div>Employee Number</div><div>9300</div></div><div><div>Organization Email Address</div><div>ncoraply@mcgov.org</div><div>Business Group</div><div>Montgomery County MD</div></div></div><div><div><div>Learning Paths</div><div>List of all your active Learning Paths</div><div>Create</div><table><thead><tr><th>Learning Path Name</th><th>Learning Path Status</th><th>Source</th><th>Mandatory Courses Completed</th><th>Start Date</th><th>Due Date</th><th>Completion Date</th><th>Update</th><th>Move to History</th><th>Unsubscribe</th></tr></thead><tbody><tr><td>Human Resource Management for Employees Learning Path</td><td>Active</td><td>Manager</td><td>1 of 2</td><td>01-Jan-2013</td><td>26-Jul-2018</td><td></td><td></td><td></td><td></td></tr><tr><td>Aspiring Supervisor Learning Path</td><td>Active</td><td>Catalog</td><td>2 of 6</td><td>01-Jan-2013</td><td>26-Feb-2020</td><td></td><td></td><td></td><td></td></tr></tbody></table></div><div><div><div>Enrollments</div><div>Enrollments include all current enrollments, including those in classes that are part of a learning certification or learning path.</div><div>Show Key Notation</div><table><thead><tr><th>Class Name</th><th>Type/Status</th><th>Item in</th><th>Start Date</th><th>End Date</th><th>Completion Date</th><th>Time Zone</th><th>Play</th><th>Move to History</th><th>Unenroll</th><th>Evaluate or Sign</th></tr></thead><tbody><tr><td>Drug Free Workplace - Non DOT Supervisors Class 2015-01-26</td><td>Enrolled</td><td></td><td>26-Mar-2015 13:30:00</td><td>26-Mar-2015 15:30:00</td><td></td><td>Eastern Time</td><td></td><td></td><td></td><td></td></tr><tr><td>BloodBorne Pathogens Refresher 2015 CBT Class</td><td>Completed</td><td></td><td>16-Jan-2015 00:00:00</td><td></td><td>02-Oct-2014 09:13:24</td><td>Eastern Time</td><td></td><td></td><td></td><td></td></tr><tr><td>ADA Legal Government CBT Skills Assessment</td><td>Completed</td><td></td><td>15-Apr-2014 00:00:00</td><td></td><td>15-Jan-2015 11:42:09</td><td>Eastern Time</td><td></td><td></td><td></td><td></td></tr><tr><td>Problem Gambling in Maryland Class 2015-04-02</td><td>Enrolled</td><td></td><td>02-Apr-2015 09:00:00</td><td>02-Apr-2015 12:00:00</td><td></td><td>Eastern Time</td><td></td><td></td><td></td><td></td></tr></tbody></table></div></div></div></div></div></div>	Learning Path Name	Learning Path Status	Source	Mandatory Courses Completed	Start Date	Due Date	Completion Date	Update	Move to History	Unsubscribe	Human Resource Management for Employees Learning Path	Active	Manager	1 of 2	01-Jan-2013	26-Jul-2018					Aspiring Supervisor Learning Path	Active	Catalog	2 of 6	01-Jan-2013	26-Feb-2020					Class Name	Type/Status	Item in	Start Date	End Date	Completion Date	Time Zone	Play	Move to History	Unenroll	Evaluate or Sign	Drug Free Workplace - Non DOT Supervisors Class 2015-01-26	Enrolled		26-Mar-2015 13:30:00	26-Mar-2015 15:30:00		Eastern Time					BloodBorne Pathogens Refresher 2015 CBT Class	Completed		16-Jan-2015 00:00:00		02-Oct-2014 09:13:24	Eastern Time					ADA Legal Government CBT Skills Assessment	Completed		15-Apr-2014 00:00:00		15-Jan-2015 11:42:09	Eastern Time					Problem Gambling in Maryland Class 2015-04-02	Enrolled		02-Apr-2015 09:00:00	02-Apr-2015 12:00:00		Eastern Time																																																																																																															
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Step	Action				
3.	<p><u>Search for the Learning Path</u> from the Learner Home page.</p> <p>Using the Search Box at the top-left.</p> <ul style="list-style-type: none">Click the down arrow and select Learning Path.Enter one word from the title of the class into the fieldClick goA list of Learning Paths will appear	 <p>The screenshot shows the 'Learner Home' page with tabs for 'Learner Home', 'Course Catalog', and 'Learning History'. Below these are links for 'Current Learning', 'Requested Learning', and 'Forums and Chats'. A search bar is present with a dropdown menu set to 'Learning Path'. The text 'human' is entered in the search field. The 'Go' button is highlighted with a red box. Below the search bar, employee information is displayed: Employee Name 'Johnson, Michaela E.', Employee Number '9300', Organization Email Address 'noreply@mcgov.org', and Business Group 'Montgomery MD'.</p>			
4.	<p><u>Click on the Learning Path you want to select.</u></p>	 <p>The screenshot shows the 'Learning Paths' section. It includes a message: 'Click the links to see details. For different results please re-enter Search Criteria.' Below this, the same employee information as in the previous screenshot is shown. A table lists the search results:</p> <table><tr><th>Name</th></tr><tr><td>Human Resources Management for Employees Learning Path</td></tr><tr><td>Human Resources Management: Managers Learning Path</td></tr></table>	Name	Human Resources Management for Employees Learning Path	Human Resources Management: Managers Learning Path
Name					
Human Resources Management for Employees Learning Path					
Human Resources Management: Managers Learning Path					
5.	<p><u>The Learning Path Screen will open.</u></p>				

Step	Action																								
6.	<div>You can view the following:</div> <ul style="list-style-type: none">• Name• Description• Objectives• Sections: The courses included in the Learning Path by Mandatory Section and Optional Section. <div><div>Learner Home Course Catalog Learning History</div><div>Search Learning Path human <input type="checkbox"/> Exact Phrase Go Advanced Search</div><div>Learning Path: Human Resources Management: Managers Learning Path</div><div>Select an individual section to view the courses that the section contains. Click a course name to view the course details.</div><div><div>Employee Name Johnson, Michaela E.</div><div>Employee Number 9300</div><div>Organization Email Address noreply@mcgov.org</div><div>Business Group Montgomery County MD</div><div>Subscribe</div></div><div>Completion Target 1815 Day(s) Notification before Target 365 Day(s)</div><div><div>Description</div><div>Human Resource competencies and issues are critically important in today's workplace. The courses in the Human Resources Program were developed in response to specific training needs identified by County managers and supervisors. These courses are intended to provide a broad overview of HR functions and are designed for employees who are new or experienced supervisors or manager.</div><div>Objectives</div><div>* understand basic labor relations principles * understand the rules and procedures that make up the County's Human Resources system.</div><div>Sections</div><table><tr><th>Select Learning Path Section</th><th>Completion Type</th><th>Courses in Section</th><th>Mandatory Courses</th></tr><tr><td><input checked="" type="radio"/> Mandatory Courses</td><td>All Components Mandatory</td><td>3</td><td>3</td></tr><tr><td><input type="radio"/> Optional Courses</td><td>All Components Optional</td><td>6</td><td>0</td></tr></table><div>Courses: Mandatory Courses</div><table><tr><th>Course Name</th><th>Completion Target</th><th>Notification before Target</th></tr><tr><td>EEO and Diversity Management Course</td><td>1815 Day(s)</td><td>365 Day(s)</td></tr><tr><td>Interviewing and Selecting Employees Course</td><td>1815 Day(s)</td><td>365 Day(s)</td></tr><tr><td>Preventing Workplace Harassment Course</td><td>1815 Day(s)</td><td>365 Day(s)</td></tr></table></div></div>	Select Learning Path Section	Completion Type	Courses in Section	Mandatory Courses	<input checked="" type="radio"/> Mandatory Courses	All Components Mandatory	3	3	<input type="radio"/> Optional Courses	All Components Optional	6	0	Course Name	Completion Target	Notification before Target	EEO and Diversity Management Course	1815 Day(s)	365 Day(s)	Interviewing and Selecting Employees Course	1815 Day(s)	365 Day(s)	Preventing Workplace Harassment Course	1815 Day(s)	365 Day(s)
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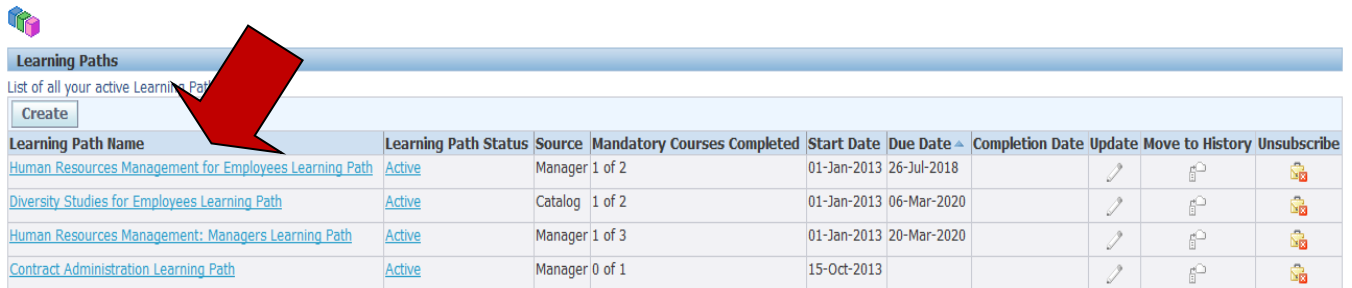
Step	Action
7.	<p><u>Viewing the Sections: Mandatory Classes</u></p> <ul style="list-style-type: none"> Click the Mandatory Courses radio button. The list will appear under Course Name. To the right of the title will be the Completion Target – the number of days to complete the course from the date you subscribe to the Learning Path. The next column shows the Notification Date – this indicates when an automated reminder will be sent to the Learner and the Manager, based on the date you subscribe to the Learning Path.  <p><u>Viewing the Sections: Optional Classes</u></p> <p>Click the Optional Courses radio button. The list will appear under Course Name.</p> 
8.	<p><u>To Subscribe your direct report, click Subscribe</u></p> 

Step	Action																																																		
9.	<p>You will retruned to the Learning Path Page.</p> <ul style="list-style-type: none">• A Confirmation will appear at the top.• Click the Learner Home Page Tab.  <p>The Learner Home Page has been updated.</p> <ul style="list-style-type: none">• The new Learning Path has been added under Learning Path Name.• Note that the start date and end date for the Learning Path are listed. <table border="1"><thead><tr><th>Learning Path Name</th><th>Learning Path Status</th><th>Source</th><th>Mandatory Courses Completed</th><th>Start Date</th><th>Due Date</th><th>Completion Date</th><th>update</th><th>move to history</th><th>unsubscribe</th></tr></thead><tbody><tr><td>Human Resources Management for Employees Learning Path</td><td>Active</td><td>Manager</td><td>1 of 2</td><td>01-Jan-2013</td><td>26-Jul-2018</td><td></td><td></td><td></td><td></td></tr><tr><td>Diversity Studies for Employees Learning Path</td><td>Active</td><td>Catalog</td><td>1 of 2</td><td>01-Jan-2013</td><td>06-Mar-2020</td><td></td><td></td><td></td><td></td></tr><tr><td>Human Resources Management: Managers Learning Path</td><td>Active</td><td>Manager</td><td>1 of 3</td><td>01-Jan-2013</td><td>20-Mar-2020</td><td></td><td></td><td></td><td></td></tr><tr><td>Contract Administration Learning Path</td><td>Active</td><td>Manager</td><td>0 of 1</td><td>15-Oct-2013</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	Learning Path Name	Learning Path Status	Source	Mandatory Courses Completed	Start Date	Due Date	Completion Date	update	move to history	unsubscribe	Human Resources Management for Employees Learning Path	Active	Manager	1 of 2	01-Jan-2013	26-Jul-2018					Diversity Studies for Employees Learning Path	Active	Catalog	1 of 2	01-Jan-2013	06-Mar-2020					Human Resources Management: Managers Learning Path	Active	Manager	1 of 3	01-Jan-2013	20-Mar-2020					Contract Administration Learning Path	Active	Manager	0 of 1	15-Oct-2013					
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SUBSCRIBE A DIRECT REPORT IN A CLASS WITHIN A LEARNING PATH

1. Open the employee's Learner Home Page.

From the Learning Paths Section, click title of the Path you want access to.



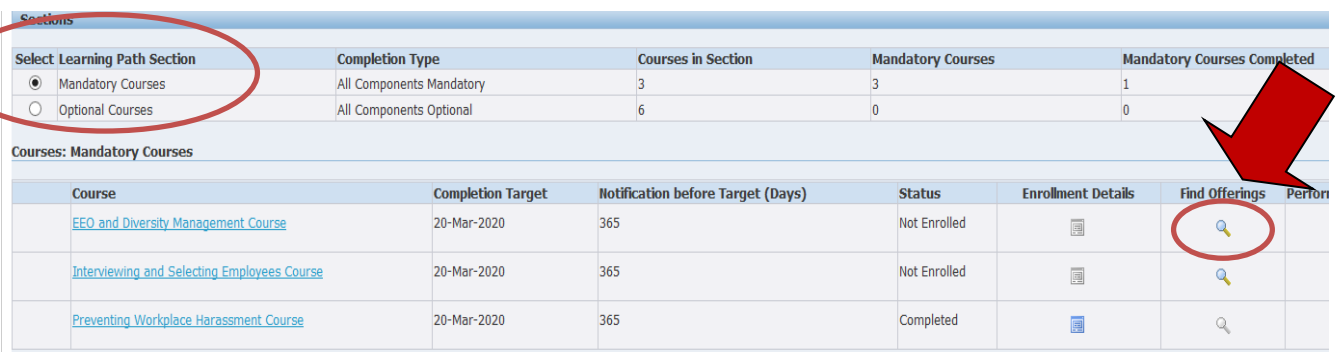
Learning Paths
List of all your active Learning Paths

Create

Learning Path Name	Learning Path Status	Source	Mandatory Courses Completed	Start Date	Due Date	Completion Date	Update	Move to History	Unsubscribe
Human Resources Management for Employees Learning Path	Active	Manager	1 of 2	01-Jan-2013	26-Jul-2018				
Diversity Studies for Employees Learning Path	Active	Catalog	1 of 2	01-Jan-2013	06-Mar-2020				
Human Resources Management: Managers Learning Path	Active	Manager	1 of 3	01-Jan-2013	20-Mar-2020				
Contract Administration Learning Path	Active	Manager	0 of 1	15-Oct-2013					

2. Under Sections

Select either **Mandatory Courses** or **Optional Courses** to view the list of courses for that section. Click **Find Offering**.



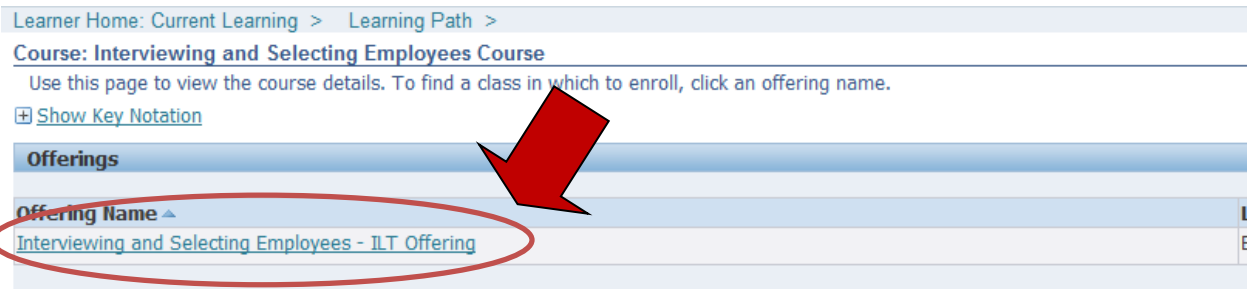
Sections

Select Learning Path Section	Completion Type	Courses in Section	Mandatory Courses	Mandatory Courses Completed
<input checked="" type="radio"/> Mandatory Courses	All Components Mandatory	3	3	1
<input type="radio"/> Optional Courses	All Components Optional	6	0	0

Courses: Mandatory Courses

Course	Completion Target	Notification before Target (Days)	Status	Enrollment Details	Find Offerings	Perform
EEO and Diversity Management Course	20-Mar-2020	365	Not Enrolled			
Interviewing and Selecting Employees Course	20-Mar-2020	365	Not Enrolled			
Preventing Workplace Harassment Course	20-Mar-2020	365	Completed			

3. The Offerings Screen will open. Click the Offering Name.



Learner Home: Current Learning > Learning Path >

Course: Interviewing and Selecting Employees Course

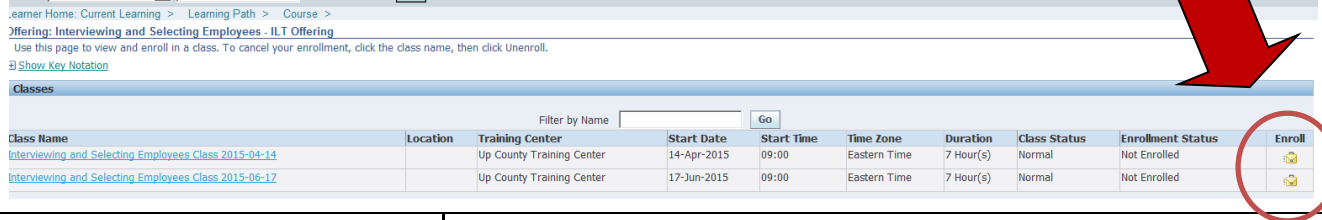
Use this page to view the course details. To find a class in which to enroll, click an offering name.

[Show Key Notation](#)

Offerings

Offering Name	
Interviewing and Selecting Employees - ILT Offering	



4. The **Classes Screen** will open.
A list of upcoming classes will open up.
Click **Enroll** to enroll the Learner in the Class.



Learner Home: Current Learning > Learning Path > Course >
Offering: [Interviewing and Selecting Employees - ILT Offering](#)
Use this page to view and enroll in a class. To cancel your enrollment, click the class name, then click Unenroll.
[Show Key Notation](#)

Classes

Filter by Name

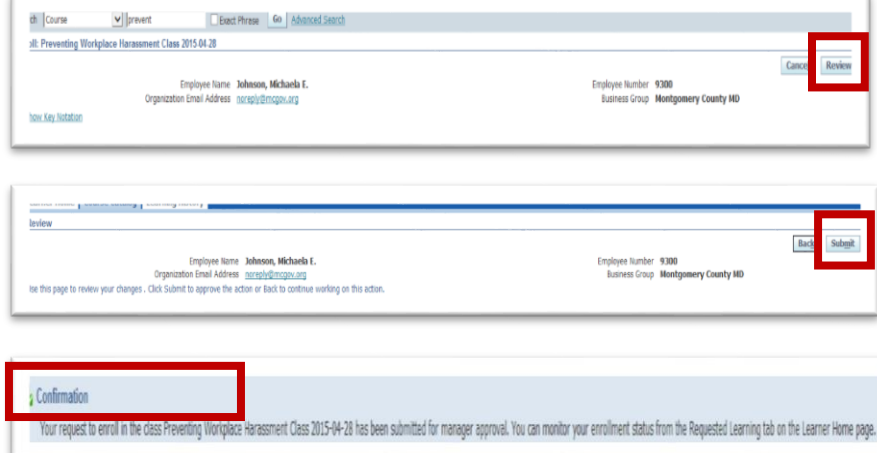
Class Name	Location	Training Center	Start Date	Start Time	Time Zone	Duration	Class Status	Enrollment Status	Enroll
Interviewing and Selecting Employees Class 2015-04-14		Up County Training Center	14-Apr-2015	09:00	Eastern Time	7 Hour(s)	Normal	Not Enrolled	
Interviewing and Selecting Employees Class 2015-06-17		Up County Training Center	17-Jun-2015	09:00	Eastern Time	7 Hour(s)	Normal	Not Enrolled	

5. An information screen will open.
- Click Review
- Another screen will open.
- Click Submit

You will be returned to the
Learner Home Page.

- A Confirmation will appear on the Learner Home Page.

A confirming email will be sent to the employee and to you.



Course Prevent ☐ Exact Phrase Advanced Search
all: Preventing Workplace Harassment Class 2015-04-28

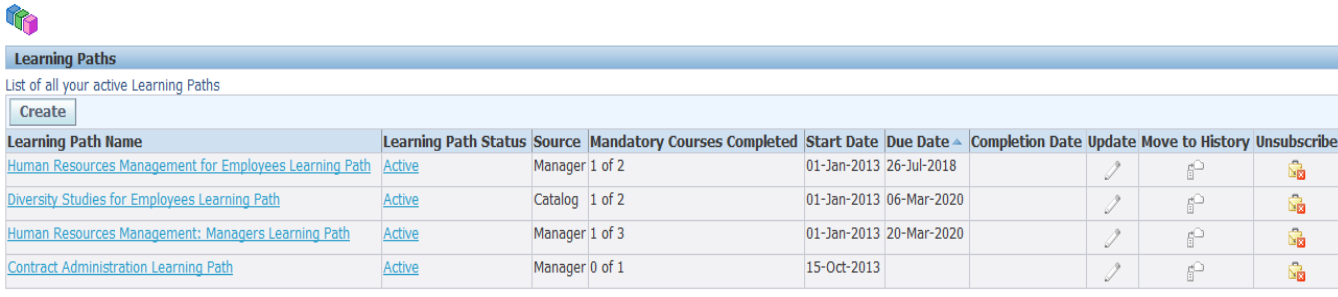
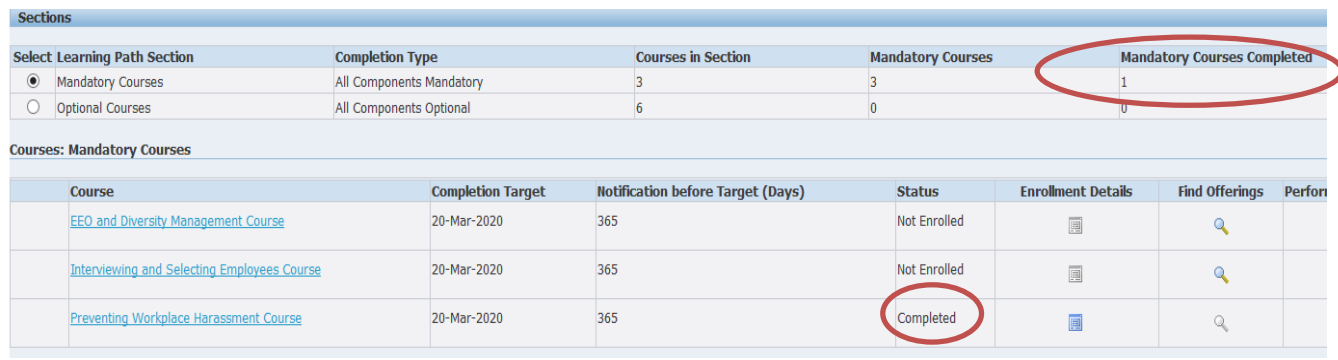
Employee Name: [Johnson, Michaela E.](#) Employee Number: 9300
Organization Email Address: mcarley@mcps.org Business Group: Montgomery County MD

[View Key Notation](#)

[View Key Notation](#)

Confirmation
Your request to enroll in the class Preventing Workplace Harassment Class 2015-04-28 has been submitted for manager approval. You can monitor your enrollment status from the Requested Learning tab on the Learner Home page.

CHECK PROGRESS TOWARD COMPLETION OF A LEARNING PATH

1.	<p>Open the employee's Learner Home Page.</p> <p>From the Learning Paths Section, click title of the Path you want to view..</p> 
2	<p>Click on the Mandatory Courses radio button.</p> <p>The course list appears, and indicates which courses the Learner has taken.</p> 
3	<p>Repeat the Process for the Optional Courses..</p>

If you have problems with any of these functions contact:

Anithia Rhodes, 240-777-5064, Anithia.rhodes@montgomerycountymd.gov

Michaela Johnson, 240-777-5063, michaela.johnson@montgomerycountymd.gov